



GOVERNOR ALLOWANCES POLICY

Date of last review:	May 2018
Date approved by Governing Body:	15 th May 2018
Date of next review:	Summer 2021
Committee responsible for implementation and review:	Finance and Resources

The governing body plays a key role in the leadership and management of the federation. Governors' contributions and the time they give voluntarily to the federation are greatly valued by the federation community and we believe that individual governors should not be deterred from playing their full part because of incidental costs.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow maintained schools to pay governors' expenses from the schools' delegated budgets. These regulations give governing bodies the discretion to pay allowances from the schools' annual budget allocations to governors for certain costs they incur in carrying out their duties. The Bursledon federation governing body believes that paying governors' allowances in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of federation funds. The specific items allowable reflect this objective. All new governors will be informed of the possibility of claiming these allowances once appointed.

All governors of the Bursledon federation are entitled to claim the actual costs which they incur, as follows:

1. Governors will be able to claim allowances, providing the costs are incurred in carrying out their duties as a governor or representative of the Bursledon federation and are agreed by the chair of governors and executive headteacher that they are justified before any reimbursable costs are incurred.
2. Approval will be sought as follows:
 - The chair of governors and headteacher will authorise claims by all other governors and the clerk
 - The headteacher and chair of the finances and resources committee will authorise claims by the chair of governors
 - The chairs of the governing body and finance and resources committee will authorise claims by the executive headteacher in respect of expenses incurred in his/her role as a governor
 - Claims in excess of £50 will be presented to the finance and resources committee for final approval.

Signed Date
Chair of Governors

3. Governors will be able to claim for the following on a case by case basis and with prior approval as above for:
- childcare or babysitting, including use of the federation breakfast club (exclusions: payments to a current /former family member or a resident and responsible person at the home address)
 - care arrangements for an elderly or dependent relative (exclusions as above)
 - support for governors with special educational needs (e.g. audio equipment)
 - support for governors whose first language is not English (e.g. translations)
 - telephone charges, photocopying, stationery, etc.
 - the cost of travel relating only to travel to meetings /training courses at the current rate specified by Hampshire County Council
 - contributions to the cost of printing out governing body paperwork at home e.g. provide a receipt for the cost of an ink cartridge. Governors may also ask the federation's finance and resources manager for printer paper or the administration officers for access to photocopying facilities
 - any other justifiable allowance

The federation's governing body acknowledges that:

- governors may not be paid attendance allowances
- governors may not be reimbursed for loss of earnings

Governors wishing to make a claim under these arrangements, once prior approval has been sought, should make a claim through the finance and resources manager, attaching receipts. Claims should be made within two weeks of the date when the costs were incurred and will then be submitted for approval to the chair of governors or chair of the finance committee. Claims will be subject to independent audit and may be investigated by the chair of governors, (or chair of finance and resources in respect of the chair of governors), if they appear excessive or inconsistent.

The governing body will monitor and evaluate the impact of the policy with reference to the attendance records of governors at meetings and to the total sum paid out each financial year.

This policy will be reviewed in accordance with the governing body policy planning matrix.